

**Child Care
Professional Development Institute**

School Age Provider Professional Development Programs

**School Age Career
Ladder**

**Training & Longevity
Supplement**

Training Scholarship

**Statewide Training
Registry**

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Welcome to the Child Care Professional Development Institute (CCPDI) professional development programs for school age child care providers. These programs work to improve the quality of care offered to children in Utah by increasing their caregivers' training and reducing caregiver turnover.

The School Age Career Ladder Program

The School Age Career Ladder Program recognizes and rewards child care professionals for the completion of ongoing training in the child care field. A growing body of research demonstrates that the quality of care children receive is directly tied to the level of training and education of those who care for them. Participants in the School Age Career Ladder Program receive a certification and cash bonus for each level of training they complete. In addition, any Career Ladder course may also be used for state licensing training hours.

The School Age Training & Longevity Supplement Program

This program builds on the Career Ladder Program by recognizing and rewarding licensed center and family child care providers for a combination of Career Ladder training and years of continued licensed experience. The goal of this program is to improve the quality of care children receive by reducing turnover among caregivers, thereby allowing children to develop stable, consistent relationships with a limited number of caregivers. Participating providers receive an annual cash wage supplement and certificate indicating their level of Career Ladder training and their years of continuous licensed experience.

Training Scholarships

Training scholarships are available to assist licensed center and family child care providers in receiving their NCCA National Administrator's Credential.

Funding Availability

The professional development programs outlined in this booklet are funded through the Federal Child Care Development Block Grant Fund. This funding is received year-to-year, and the programs and bonus amounts available each year will depend on the funding available.

School Age Career Ladder Program

What is the School Age Career Ladder?

The School Age Career Ladder is a voluntary statewide training certification program for school age child care providers. The goal of the Career Ladder is to increase providers' participation in ongoing training in the field. Participants receive a certificate and cash bonus for each level of training they complete. Each level received represents 40 hours or more of training completed.

Who can participate in the School Age Career Ladder?

To be eligible for participation in the School Age Career Ladder Program, providers must meet the following requirements:

1. You must be currently employed working at least 10 hours per week with children ages kindergarten through grade 6 in an eligible licensed or legally exempt out-of-school time child care program. (See #3 below.)
2. You must have been continuously employed in this capacity in the same program for at least the past six months.
3. An eligible out-of-school time child care program is defined as a program that offers child care Monday through Friday from the time school gets out until at least 5:30 p.m.. An out-of-school time child care program that operates during summer or off-track periods is defined as one that offers full day, full-time care (until at least 5:30 pm) Monday through Friday for the full period of time that school is not in session (except legal holidays). This includes family child care programs if the provider cares for at least two unrelated children, licensed child care centers, and license exempt before/after school programs. Both caregivers and the director in out-of-school time programs are eligible for participation in the School Age Career Ladder.

It takes approximately 8 weeks to process your Career Ladder application. In order to be eligible, you must be employed in an eligible position ***at the time you apply, and at the time you receive your certification and bonus money.***

How many levels of Career Ladder certification are there?

There are 10 possible levels of School Age Career Ladder certification. You may apply for each level of certification once. There is no set order the levels must be received in, but you may only receive each level once.

What Is a Career Ladder Endorsement?

Endorsements to the Career Ladder offer focused training in specific areas. Each endorsement consists of 40 hours of specialized training. The following endorsements are currently available to school age child care providers:

1. Special Needs Endorsement
2. Center Director's Endorsement
3. Family Child Care Endorsement (*Only available to providers currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.*)
4. Guidance and Emotional Wellness Endorsement
5. Early Childhood Endorsement

Once you have completed all 40 hours of training in any one endorsement area, you are eligible to receive an endorsement certification and a \$100 bonus.

In addition to receiving your endorsement certification and bonus, any endorsement course listed above, except the Early Childhood Endorsement courses, may be used to move up to levels 4 through 7 on the School Age Career Ladder. The Family Child Care Endorsement courses may only be used for levels 4 through 7 by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program. For more information on uses for the Early Childhood Endorsement courses, see the Early Childhood Provider Professional Development Booklet.

What kind of training can be used on the Career Ladder?

Three different kinds of training completed *within the last 5 years* can be used on the School Age Career Ladder. They are:

1. **Community-based CCR&R (Child Care Resource & Referral) Training.** Specific Career Ladder courses offered statewide through your local Child Care Resource & Referral Agency and completed within the last 5 years may be used to enter and move up the Career Ladder. For more information on CCR&R Career Ladder courses, see pages 5 through 11.
2. **Continuing Education Units (CEUs).** New continuing education units in school age topics may be used on the Career Ladder for levels 4 through 7, provided you complete them after your application for the Career Ladder level you are using them to build on has been received and approved in CCPDI.
3. **College credit coursework** from an approved accredited college, completed in the last 5 years, can be used on the Career Ladder. Any courses used must be specific to working with children ages kindergarten through grade 6, and you must have received a passing grade of C or higher. For more information about school age college credit courses, see pages 14 through 18.

Multiple Credit Training

Courses which offer more than one kind of Career Ladder credit (for example, community-based Career Ladder courses which also offer CEUs or college credits) may only be used to meet the requirements of one Career Ladder Level. For example, the same course cannot be used for *one* Career Ladder level as a community-based course, and again for another level as a CEU or college credit.

The following pages give additional information about CCR&R and college credit courses that can be used on the School Age Career Ladder.

Community-based CCR&R Career Ladder Courses

CCR&R Career Ladder courses can be used on the School Age Career Ladder for up to 5 years after the course completion date. If a course hasn't been used on the Career Ladder within 5 years of its completion date, it can no longer be used. You will need to retake the course in order to use it for Career Ladder credit.

Pages 25-27 in this booklet contain a *CCR&R Career Ladder Courses-at-a-Glance* chart which lists each Career Ladder course taught by your local CCR&R agency and shows which Career Ladder levels and endorsements the course may be used for. You can use these pages to track your own use of these courses.

School Age Career Ladder Level 1 – 7 Courses

These courses, combined with current Red Cross (or equivalent) first aid and CPR certifications, and a current Food Handler's Permit, qualify you for a level 1 Career Ladder certification. If you enter the Career Ladder at a higher level with college credits, you can use these courses to go back and get your level 1 certification, or you can use them to help you move up to levels 4 through 7. The courses must have been completed in the last 5 years.

Early Childhood/School Age Course 1: Child Care Health & Safety (10 hours)

In this course participants will learn about child care health and safety issues. Topics include: communicable diseases, SIDS, shaken baby syndrome, child abuse and neglect, injury prevention, emergency procedures, nutrition, sick children, and medication administration.

Early Childhood/School Age Course 2: Child Development – Ages & Stages (10 hours)

In this course participants learn about typical developmental milestones for infants, toddlers, pre-schoolers, and school age children. Participants also learn basic strategies for working with each of these age groups.

School Age Course 1: What's Happening? Development in the School Age Years (10 hours)

In this course participants will gain a basic knowledge of child development during the school age years and how they can apply this knowledge in their work with school age children.

School Age Career Ladder Level 2 – 7 Courses

These courses can be combined with a level 1 Career Ladder certification to qualify you for level 2 and 3 certifications. Any 4 of these courses, combined with your level 1 certification, qualify you for level 2. The remaining 4, combined with your level 2 certification, qualify you for level 3. If you enter the Career Ladder at a higher level with college credits, you can use these courses to go back and get your level 2 and 3 certifications, or you can use them to help you move up to levels 4 through 7. The courses must have been completed in the last 5 years.

School Age Course 2: My Castle – Environments for School Age Care *(10 hours)*

In this course participants will learn how to set up physically and emotionally safe environments for school age children that will promote creativity, optimal learning, and positive social behavior.

School Age Course 3: Let's Play! Activities for School Age Care *(10 hours)*

In this course participants will learn a variety of exciting activities that promote optimal learning and are developmentally appropriate for school age children.

School Age Course 4: Let's Talk About It – Guidance for School Age Care *(10 hours)*

In this course participants will learn positive guidance strategies for working with school age children. Areas of focus include: positive communication skills, consistency, self-esteem, child observation, understanding reasons for misbehavior, discipline vs. punishment, evaluating guidance techniques, and involving children in creating behavior plans.

Early Childhood/School Age Course 3: Advanced Child Development – Theories of Development *(10 hours)*

In this course participants learn basic principles and theories of child development, and how this knowledge can influence their day-to-day work with children. Participants will be introduced to the theories of Maslow, Erikson, Montessori, Piaget, Vygotsky, Kohlberg, Gilligan, and behaviorism.

Early Childhood/School Age Course 4: Looking to Learn – Observing & Recording Children's Behavior *(10 hours)*

In this course participants learn effective tools and strategies for gathering and using observational information about children. Areas of focus include: learning to observe children accurately and objectively, observation tools and goals, overcoming obstacles to observation, and interpreting and using observation data.

Early Childhood/School Age Course 5: Working Together – Productive Relationships With Families *(10 hours)*

In this course participants learn effective strategies for establishing and maintaining open and positive relationships with each child's family, encouraging family involvement in the child care program, and supporting each child's relationship with his or her family.

Early Childhood/School Age Course 6: Creating Good Child Care – Effective Program Management *(10 hours)*

In this course participants learn strategies for ensuring effective program operation, including program planning, organization, record keeping, and legal issues such as licensing, liability and insurance, custody issues, the Americans with Disabilities Act, and dealing with suspected abuse and neglect.

Early Childhood/School Age Course 7: More than Babysitting – Your Commitment to Professionalism *(10 hours)*

In this course participants learn how to make informed decisions based on standards for best practices, take advantage of opportunities for individual professional growth, and contribute to the child care field.

Community-based CCR&R Career Ladder Endorsement Courses

The following CCR&R Career Ladder Endorsement courses can be used on the School Age Career Ladder to move up to levels 4 through 7. The Family Child Care Endorsement courses may only be used by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program. The courses must have been completed in the last 5 years.

Special Needs Endorsement Courses *(SN Courses)*

These courses may each be used twice – once on either the School Age **or** Early Childhood Career Ladder, and once for a Special Needs Endorsement certification.

Including Children With Special Needs, Part 1: SpecialCare *(10 hours)*

This course is designed to increase child care providers' interest, comfort level, and knowledge in caring for children with disabilities. Information on specific disabilities and community resources for families is included.

Including Children With Special Needs, Part 2: Child Care Plus *(15 hours)*

In this course participants learn strategies for including children with special needs in child care programs. Areas of focus include: creating a safe and accessible learning environment, building partnerships with parents and families, adapting play materials, positioning children, guiding behavior, and facilitating communication.

Including Children With Special Needs, Part 3: S.P.I.E.S. – Strategies for Preschool Intervention in Everyday Settings *(15 hours)*

In this course participants will learn specific intervention strategies that can be used with preschool children throughout the day in everyday settings, including child care settings.

Center Director's Endorsement Course (CD Course)

This course may be used **twice** – once on either the School Age **or** Early Childhood Career Ladder, **and** once for a Center Director's Endorsement certification.

NCCA National Administrator's Credential (40 hours)

In this course developed by the National Child Care Association participants learn skills and strategies for successful program administration of child care centers. Areas of focus include: program organization, carrying out program goals and objectives, marketing, personnel management, legal issues, community relations and public policy, and financial management.

In addition to the Career Ladder Endorsement, providers who complete this course also receive the NCCA National Administrator's Credential (NAC) as well as 4 CEUs. For information about this course, contact the Utah Private Child Care Association in Salt Lake at (801) 205-7574.

Family Child Care Endorsement Courses (FCC Courses)

These courses may be used **twice** – once on either the Early Childhood or School Age Career Ladder, **and** once for a Family Child Care Endorsement certification. However, these courses may only be used for Career Ladder levels or for the Family Child Care Endorsement by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.

Family Child Care, Course 1: Relationships (10 hours)

In this course participants will learn skills to help them develop the foundations of a quality home child care program. Areas of focus include: building trusting and respectful relationships with children and families, communication skills, and positive guidance.

Family Child Care, Course 2: The Home Child Care Environment (10 hours)

In this course participants will learn practical aspects of setting up a quality home child care program. Instruction will focus on: arrangement of indoor and outdoor space; health, safety, and supervision; schedules, routines, and how to support child-directed activities.

Family Child Care, Course 3: Developmental Learning Goals & Activities (10 hours)

In this course participants will learn methods of supporting the developmental needs of children in the areas of: social and self awareness; physical, cognitive, and language development; and creativity. Emphasis will be placed on working with children in mixed-age groups.

Family Child Care, Course 4: Professional & Business Practices (10 hours)

In this course participants will learn how to set up and maintain a professional home child care business. Emphasis will be placed on ethical behavior, contract development, record keeping, taxes and marketing a home child care program.

Guidance & Emotional Wellness Endorsement Courses (GEW Courses)

These courses may be used *twice* – once on either the School Age or Early Childhood Career Ladder, *and* once for a Guidance & Emotional Wellness Endorsement certification.

Guidance & Emotional Wellness Course 1: Setting the Stage (10 hours)

In this course participants will learn about developmental theorists and increase their understanding of child development. A sound understanding of child development forms the basis for supporting young children's emotional development and helps participants to form realistic and appropriate behavioral expectations of children.

Guidance & Emotional Wellness Course 2: Preventing Problems (10 hours)

In this course participants will learn how to prevent many common behavior problems. Areas of focus include: providing a supportive physical environment, supportive routines and transitions, creating a positive verbal environment, and creating a caring community.

Guidance & Emotional Wellness Course 3: Positive Guidance (10 hours)

In this course participants will learn positive guidance strategies for working with children. Areas of focus include: positive verbal skills, supporting emotional wellness, using problem solving skills, and using choices and consequences.

Guidance & Emotional Wellness Course 4: Helping the Child with Challenging Behavior (10 hours)

In this course participants will learn strategies for supporting children who exhibit challenging behaviors. Areas of focus include: understanding causes of challenging behaviors, understanding children's feelings, temperamental patterns, helping children deal with life stressors, working with active, aggressive, or anxious children, and resources for families.

“ This class really got me thinking again, instead of using the same old things over and over.”

- A provider from Ogden

Early Childhood Endorsement Courses (EC Courses)

These courses are specific to working with children ages birth through preschool. Providers on the School Age Career Ladder may use these courses to receive an Early Childhood Endorsement. If these courses are used for an Early Childhood Endorsement, they *may not* also be used on the Early Childhood Career Ladder. For more information on the Early Childhood Career Ladder, see the Early Childhood Provider Professional Development Programs booklet.

Early Childhood Course 1: Learning in the Early Years (10 hours)

In this course participants explore how young children learn and develop. Areas of focus include: brain development, learning through play, supporting social and emotional development, and positive guidance.

Early Childhood Course 2: A Great Place for Kids! Creating Positive Learning Environments for Young Children (10 hours)

In this course participants learn how to set up center and home-based child care programs to encourage play, exploration, and learning. Information is included on spaces and materials for block play, dramatic play, puzzles, games, books and literacy activities, art, sensory play, and outdoor play.

Early Childhood Course 3: Strong & Smart! Promoting Young Children's Physical & Intellectual Development (10 hours)

In this course participants learn practical ways to promote young children's physical, cognitive, language, and creative development in age-appropriate play and learning activities.

Early Childhood Course 4: Learning to Get Along – Supporting Young Children's Social & Emotional Development (10 hours)

In this course participants learn effective strategies for supporting young children's social and emotional development. Areas of focus include: fostering self-esteem and independence, learning to get along in a group, and behavior guidance.

Utah School Age Career Ladder College Credit Courses

In order for college credits and degrees to be used on the Career Ladder, they must be from an accredited college or university. In addition, the accrediting agency must be recognized by the U.S. Department of Education as a valid accrediting agency. One easy way to determine if a college is accredited by an approved agency is if students at the college are eligible to apply for federal financial aid. For more information on accreditation agencies recognized by the U.S. Department of Education, see:

http://www.ed.gov/admins/finaid/accred/accreditation_pg5.html

You must have received a passing grade of C or higher in order to use a college course on the Career Ladder. Courses from Utah's accredited colleges and universities which may be applied towards a School Age Career Ladder certification include the courses listed below. Other courses may be considered upon submission of a course syllabus and/or college catalog description.

Using College Credits for Levels 3-7

The prior college credit hour option for Levels 3 through 7 is **only** for those applicants who do **not** already have a one year certificate, associate's degree, bachelor's degree, or graduate degree that meets the 15 credit hour school age requirement. Applicants who submit college transcripts to qualify for Levels 3 through 7 must submit copies of ***all college certificates, diplomas, and complete official transcripts (not internet printouts) for all college course work completed to date***, and will be awarded the highest level they qualify for based on their complete transcripts. Additional levels of certification will require the completion of additional training.

Utah State University (Logan)

FCHD 1500	Human Development
FCHD 2610	Parenting and Child Guidance
FCHD 3500	Middle Childhood Lab
FCHD 3520	Children in the Middle Years
FCHD6060	Human Development Theories
ELED	Any Elementary Education courses
SPED	Any Elementary Special Education courses

Weber State University (Ogden)

ChFam 1500	Human Development
ChFam 2570	The Child from 6 to 12
ChFam 2610	Guidance Based on Developmental Theory
ChFam 2990A	Seminar in Child Development
ChFam 4710	Advanced Guidance & Planning
ChFam 4990A	Seminar in Child Development
EDUC	Any Elementary Education courses
EDUC	Any Elementary Special Education courses

University of Utah (Salt Lake City)

FCS 1500	Human Development
FCS 2630	Development in Middle Childhood
FCS 5250	Theories of Human Development
TL	Any Elementary Education courses
SPED	Any Elementary Special Education courses

Salt Lake Community College (Salt Lake City)

FHS	1320	Health, Safety, & Nutrition for Children
FHS	1500	Human Development
FHS	2570	Growth & Development of Children 6-12
FHS	2610	Child Guidance
EDU		Any Elementary Education courses
EDU		Any Elementary Special Education courses

Westminister College (Salt Lake City)

EDUC	Any Elementary Education courses
SPED	Any Elementary Special Education courses

Utah Valley State College (Orem)

ECFS 1100	Human Development
EDEC 1120	First Aid, Child Health & Safety
EDEC 1140	Child Nutrition
EDEC 2530	Child Development 6-12 Years
EDEC 2610	Child Guidance
EDEC 4110	Problem Solving Methods in ECE
EDEC 4130	Creative Arts Methods in ECE
EDED 4150	Language Arts & Social Studies in ECE
EDEC 4200	Classroom Management I
EDEC 4250	Classroom Management II
EDEL	Any Elementary Education courses

Brigham Young University (Provo)

MFHD 210	Human Development
MFHD 332	Early and Middle Childhood
MFHD 340	Parenting & Child Guidance
MFHD 410	Advanced Issues in Human Development
MFHD 514	Theories of Human Development
ECE	Any Elementary Education courses
CPSE	Any Elementary Special Education courses

College of Eastern Utah (Price)

FAML 1500	Human Development
FAML 2030	PE for Young Children
FAML 2225	Creative Dance for Elementary
FAML 2610	Child Guidance
FAML 2627	Storytelling
EDUC	Any Elementary Education coursework

Snow College (Ephraim)

HFST 1200	Foods & Nutrition for Children
HFST 1500	Human Development
HFST 2610	Guidance of Young Children
EDUC	Any Elementary Education coursework

Southern Utah University (Cedar City)

NFS 2120	Nutrition of the Infant and Child
ECD 1500	Human Development
ECD 2610	Introduction to Child Care & Guidance
ECD 3600	Child Development Ages 6-12
ECED	Any Elementary Education coursework
SPED	Any Elementary Special Education courses

Dixie College (St. George)

NFW 2120	Infant and Child Nutrition
PEHR 2050	First Aid
FCS 1500	Human Development
FCS 2610	Guidance Based on Development Theory
FCS 2900	Health & Safety
EDUC	Any Elementary Education coursework
EDUC	Any Elementary Special Education courses

What training do I need for each level of School Age Career Ladder certification?

The requirements for each level of School Age Career Ladder certification are listed below. All of the training used for each Career Ladder level must have been completed within the last 5 years. Course completed more than 5 years ago cannot be used on the Career Ladder.

If the training documentation you submit with your application does not qualify you for the Career Ladder level you applied for, but does qualify you for a lower level, you will be awarded the lower level.

School Age Level 1 – \$100 bonus

All of the following:

- Three certifications:
 1. Currently valid Red Cross (or equivalent) first aid certification
 2. Currently valid Red Cross (or equivalent) CPR certification
 3. Current Food Handler's Permit
- Three courses offered through your local CCR&R, completed in the last 5 years:
 1. Early Childhood/School Age Course 1: Child Care Health & Safety
 2. Early Childhood/School Age Course 2: Child Development – Ages & Stages
 3. School Age Course 1: What's Happening?

School Age Level 2 – \$200 bonus

Level 1 School Age certification, plus 4 of the following 8 courses offered through your local CCR&R, completed in the last 5 years:

1. School Age Course 2: My Castle – Environments for School Age Care
2. School Age Course 3: Let's Play! Activities for School Age Care
3. School Age Course 4: Let's Talk About It: Guidance for School Age Care
4. Early Childhood/School Age Course 3: Advanced Child Development
5. Early Childhood/School Age Course 4: Looking to Learn
6. Early Childhood/School Age Course 5: Working Together
7. Early Childhood/School Age Course 6: Creating Good Child Care
8. Early Childhood/School Age Course 7: More than Babysitting

School Age Level 3 – \$300 bonus

One of the following:

- Level 1 School Age certification, plus the remaining 4 courses listed for School Age Level 2, completed in the last 5 years. **Or**
- Three passing (grade C or better) semester credits (or 4.5 quarter credits) in college courses specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood certification. Credits must be from an approved accredited college and must have been completed in the last 5 years. (See page 14 above.) This option may not be used by providers who already have a one year college certificate in elementary education or child care, or an associate's, bachelor's or graduate degree.

“ Thanks so much for acknowledging the people in this world who love taking care of the little ones, and who work hard to learn what their needs are.”

- A provider from Cedar City

School Age Level 4 – \$400 bonus

One of the following:

- Level 3 School Age certification, plus 4 level 1–3 School Age or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification, or
- Level 3 School Age certification, plus any 4 CCR&R Endorsement courses listed on pages 8 through 11 of this booklet completed in the last 5 years and not already used for a previous level of Career Ladder certification. (Family Child Care Endorsement courses may only be used by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) Or,
- Level 3 School Age certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed *after* your Level 3 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) Or,
- Six prior passing (grade C or better) semester credits (or 9 quarter credits) in college courses specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 14 above.) This option may not be used by providers who already have a one year college certificate in elementary education or child care, or an associate's, bachelor's or graduate degree.

School Age Level 5 – \$500 bonus

One of the following:

- Level 4 School Age certification, plus 4 level 1–3 School Age or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification, **or**
- Level 4 School Age certification, plus any 4 CCR&R Endorsement courses listed on pages 8 through 11 of this booklet completed in the last 5 years and not already used for a previous level of Career Ladder certification. (Family Child Care Endorsement courses may only be used by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) **Or,**
- Level 4 School Age certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed *after* your Level 4 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) **Or,**

- Nine prior passing (grade C or better) semester credits (or 13.5 quarter credits) in college courses specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 14 above.) This option may not be used by providers who already have a one year college certificate in elementary education or child care, or an associate's, bachelor's or graduate degree.

School Age Level 6 – \$600 bonus

One of the following:

- Level 5 School Age certification, plus 4 level 1–3 School Age or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification, *or*
- Level 5 School Age certification, plus any 4 CCR&R Endorsement courses listed on pages 8 through 11 of this booklet completed in the last 5 years and not already used for a previous level of Career Ladder certification. (Family Child Care Endorsement courses may only be used by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) *Or,*
- Level 5 School Age certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed *after* your Level 5 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) *Or,*
- Twelve prior passing (grade C or better) semester credits (or 18 quarter credits) in college courses specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 14 above.) This option may not be used by providers who already have a one year college certificate in elementary education or child care, or an associate's, bachelor's or graduate degree.

“ This class gave me lots of good ideas to improve my daycare.”

- A provider from Provo

School Age Level 7 – \$700 bonus

One of the following:

- Level 6 School Age certification, plus 4 level 1–3 School Age or Early Childhood/School Age Career Ladder courses completed in the last 5 years and not already used for a previous level of Career Ladder certification, *or*
- Level 6 School Age certification, plus any 4 CCR&R Endorsement courses listed on pages 8 through 11 of this booklet completed in the last 5 years and not already used for a previous level of Career Ladder certification. (Family Child Care Endorsement courses may only be used by providers who are currently employed in a licensed or residentially certified family child care program, or a home-based license exempt preschool program.) *Or,*
- Level 6 School Age certification, plus 3 or more new CEUs or 3 or more new passing (grade C or better) college credits specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. New credits or CEUs must have been completed in the last 5 years, and must have been completed *after* your Level 6 application was received and approved in CCPDI. College credits must be from an approved accredited college. (See page 12 above.) *Or,*
- Fifteen prior passing (grade C or better) semester credits (or 22.5 quarter credits) in college courses specific to children ages kindergarten through grade 6, not already used for a previous level of School Age or Early Childhood Career Ladder certification. College credits must be from an approved accredited college, and must have been completed in the last 5 years. (See page 14 above.) This option may not be used by providers who already have a one year college certificate in elementary education or child care, or an associate's, bachelor's or graduate degree.

“ This class helped me reassert my creativity!”

- A provider from Salt Lake

School Age Level 8 – \$800 bonus

One of the following:

- A one year college certificate in elementary education which includes at least 15 passing (grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages kindergarten through grade 6. The certificate and credits must have been completed within the last 5 years, and may not include credits previously used on the Early Childhood Career Ladder. College certificates and credits must be from an approved accredited college. (See page 14 above.) **Or,**
- A one year college certificate in elementary education which *does not* meet the 15 passing school age credit hour requirement for this level, or which *was not received in the last 5 years*, plus a level 7 School Age Career Ladder certification received in the last 5 years. College certificates must be from an approved accredited college. (See page 14 above.)

School Age Level 9 – \$900 bonus

One of the following:

- An associate's degree which includes at least 15 passing (grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages kindergarten through grade 6. The diploma and credits must have been completed within the last 5 years, and may not include credits previously used on the Early Childhood Career Ladder. College degrees and credits must be from an approved accredited college. (See page 14 above.) **Or,**
- An associate's degree which *does not* meet the 15 passing school age credit hour requirement for this level, or a degree/credits *not received in the last 5 years*, plus a level 7 School Age Career Ladder certification received in the last 5 years. Degrees must be from an approved accredited college. (See page 14 above.)

School Age Level 10 – \$1000 bonus

One of the following:

- A bachelor's or graduate degree which includes at least 15 passing (grade C or better) semester credits (or 22.5 quarter credits) in courses specific to children ages kindergarten through grade 6. The diploma and credits must have been completed within the last 5 years, and may not include credits previously used on the Early Childhood Career Ladder. College degrees and credits must be from an approved accredited college. (See page 14 above.) **Or,**
- A bachelor's or graduate degree which *does not* meet the 15 passing school age credit hour requirement for this level, or a degree/credits *not received in the last 5 years*, plus a level 7 School Age Career Ladder certification received in the last 5 years. Degrees must be from an approved accredited college. (See page 14 above.)

How do I apply for the School Age Career Ladder?

It's easy! Just submit a completed application, along with copies of the required training documentation listed on pages 15 through 18 of this booklet, to:

CCPDI
4600 S. Redwood Road
Salt Lake City, Utah 84123

Blank School Age Career Ladder and Endorsement applications can be found in the center insert of this booklet. Please feel free to make copies of these applications, on white paper only. Because copies of your application are made as it is processed in CCPDI, only applications submitted on white paper will be accepted. Applications submitted on colored paper will be returned to you.

You can also get a blank application by calling the Child Care Professional Development Institute at (801) 957-4469 (toll free at 1-888-963-8558), or from your local CCR&R listed on page 30 of this booklet, or from the Office of Child Care Web site, located at jobs.utah.gov/occ.

***“ This is one of the very best trainings I have ever attended.
It has already improved the way I talk to, react, and under-
stand children and their behavior.”***

- A provider from Provo

School Age Training & Longevity Supplement Program

What is a School Age Training & Longevity Supplement?

The School Age Training & Longevity Supplement is an annual award and wage supplement available to individuals employed working with children ages kindergarten through grade 6 in licensed center and family child care programs who participate in the Career Ladder. The purpose of this program is to improve the quality of care children receive by improving training and reducing turnover among their caregivers. This will support children in developing stable, consistent relationships with a limited number of well-trained caregivers. The School Age Training & Longevity Supplement recognizes individual providers for their yearly achievements in two areas:

1. Level of School Age Career Ladder certification
2. Years of continuous licensed experience in the same program

The higher your level of School Age Career Ladder certification and years of continuous licensed experience in the same program, the higher the wage supplement you can receive.

Who can apply for a School Age Training & Longevity Supplement?

In order to apply for a School Age Training & Longevity Supplement, you must meet the following criteria:

1. You must have achieved at least one level of School Age Career Ladder certification.
2. You must be currently employed working with non-related children ages kindergarten through grade 6 at least 10 hours per week in an eligible licensed school age child care program that is open year round (after school and summer/off track). See page 2 of this booklet for a definition of eligible out-of-school time programs.
3. You must have been continuously employed working with school age children at least 10 hours per week in the same licensed program for at least the past year. It takes approximately 8 weeks to process your Training & Longevity Supplement application. In order to be eligible, you must be employed in this capacity at the time you apply, and at the time you receive your award and wage supplement money.

4. You may receive one Training & Longevity Supplement each year. Once you receive your first award, you may apply for subsequent awards one year from the end date on your current award certificate.
5. If you work with both infants, toddlers, or preschoolers and school-age children, and you have both an Early Childhood and a School Age Career Ladder certification, you may only receive one wage supplement per year (either School Age or Early Childhood). You will want to apply for a wage supplement based on the age of children you have been working with the longest, and/or the Career Ladder on which you have the highest level of certification. For more information on qualifying for an Early Childhood Training & Longevity Supplement, see the Early Childhood Provider Professional Development Programs booklet.

What wage supplement amount do I qualify for?

The chart on the following page shows the years of continuous licensed experience and level of Career Ladder certification required for each wage supplement level.

How do I apply for a Training & Longevity Supplement?

It's easy! Just submit a completed application, along with a copy of your Career Ladder certification and a copy of the current child care license of the program you work in to:

CCPDI
4600 S. Redwood Road
Salt Lake City, Utah 84123

A blank School Age Training & Longevity Supplement application can be found in the center insert of this booklet. Please feel free to make copies of this application, on white paper only. Because copies of your application are made as it is processed in CCPDI, only applications submitted on white paper will be accepted. Applications submitted on colored paper will be returned to you.

You can also get a blank application by calling the Child Care Professional Development Institute at (801) 957-4469 (toll free at 1-888-963-8558), or from your local CCR&R listed on page 30 of this booklet, or from the Office of Child Care Web site, located at jobs.utah.gov/occ.

"I want to do better tomorrow than I did today and I always feel that way after classes."

- A provider from Ogden

School Age Training & Longevity Supplement Amounts

	1-2 Years Continuous Licensed Experience	3-4 Years Continuous Licensed Experience	5-6 Years Continuous Licensed Experience	7-8 Years Continuous Licensed Experience	9+ Years Continuous Licensed Experience
SA Career Ladder Level 1 or 2	\$100 Supplement	\$200 Supplement	\$300 Supplement	\$400 Supplement	\$500 Supplement
SA Career Ladder Level 3 or 4	\$200 Supplement	\$300 Supplement	\$400 Supplement	\$500 Supplement	\$600 Supplement
SA Career Ladder Level 5 or 6	\$300 Supplement	\$400 Supplement	\$500 Supplement	\$600 Supplement	\$700 Supplement
SA Career Ladder Level 7 or 8	\$400 Supplement	\$500 Supplement	\$600 Supplement	\$700 Supplement	\$800 Supplement
SA Career Ladder Level 9 or 10	\$500 Supplement	\$600 Supplement	\$700 Supplement	\$800 Supplement	\$900 Supplement

“ The key to quality lies in the professional development of practitioners.”

- Gwen Morgan, Wheelock College

NAC Scholarship

Scholarships are available to help cover the \$450 fee for taking the National Administrator's Credential (NAC) training.

Who is eligible for a training scholarship?

In order to be eligible for a NCCA National Administrator's Credential scholarship, you must be currently employed at least half time in a licensed center or family child care program.

How do I apply for a NAC scholarship?

To apply for an NCCA National Administrator Credential scholarship, contact Johnny Anderson in Salt Lake City at (801) 205-7574.

Utah's Statewide Provider Training Registry

Utah's statewide provider Training Registry tracks all provider training used on the Career Ladder, and any Training and Longevity Supplement awards you have received. You can refer to the Training Registry to see where you are at on the Career Ladder, what CCR&R Career Ladder courses you have completed, and what training you have used for each Career Ladder level you have received.

CCR&R agencies also use the Training Registry to list their schedule of upcoming training courses, and to track your attendance at those courses.

To visit the Training Registry and view your Registry record, go to:
<http://trainingregistry.jobs.utah.gov>

If you have problems accessing the Training Registry, or are a first-time user, contact your local CCR&R Agency listed on the following page.

Child Care Resource & Referral

Utah's six Child Care Resource & Referral Agencies (CCR&Rs) offer valuable services to child care providers, including start-up support, inexpensive training, lending libraries, and free parent referral listings. You can reach your local CCR&R at the location listed below.

CCR&R BRIDGERLAND

Box Elder, Cache, and Rich Counties

Utah State University
6510 Old Main Hill
Logan, UT 84322
(435) 797-1552
1-800-670-1552
www.usuchild.usu.edu

CCR&R MOUNTAINLAND

Summit, Utah, and Wasatch Counties

Utah Valley State College
800 W. University Pkwy. – 163
Orem, UT 84058
(801) 863-8220
1-800-952-8220
www.uvsc.edu/ccrr

CCR&R NORTHERN

Davis, Morgan and Weber Counties

Weber State University
1309 University Circle
Ogden, UT 84408
(801) 626-7837
1-888-970-0101
<http://programs.weber.edu/ccrr>

CCR&R EASTERN

Carbon, Daggett, Duchesne, Emery, Grand, San Juan and Uintah Counties

College of Eastern Utah, CCR&R
451 E. 400 N.
Price, UT 84501
(435) 613-5619
1-888-637-4786
www.ceu.edu/childcare

CCR&R METRO

Salt Lake and Tooele Counties

Children's Service Society
124 S. 400 E., #400
SLC, UT 84111
(801) 355-HUGS (4847)
1-800-839-7444
www.cssutah.org/childcare

CCR&R, WESTERN

Beaver, Garfield, Iron, Juab, Kane, Millard, Piute, Sanpete, Sevier, Washington, and Wayne Counties

88 E. Fiddlers Canyon Rd., Suite H
Cedar City, Utah 84720
(435) 586-8722
1-800-543-7527
www.childcarehelp.org

CCR&R School Age Career Ladder Courses-at-a-Glance

Course Name	How This Course May Be Used ("EC" = Early Childhood, SA" = School Age)	How I Use This Course
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LEVEL 1– 7 COURSES

Early Childhood/School Age Course 1: Child Care Health & Safety	May be used once either for SA level 1-7 or for EC level 1-7 (but not for both).	
Early Childhood/School Age Course 2: Child Development – Ages & Stages	May be used once either for SA level 1-7 or for EC level 1-7 (but not for both).	
School Age Course 1: What’s Happening? Development in the School Age years	May be used once for SA level 1-7.	

LEVEL 2– 7 COURSES

School Age Course 2: My Castle – Environments for School Age Care	May be used once for SA level 2-7.	
School Age Course 3: Let’s Play! Activities for School Age Care	May be used once for SA level 2-7.	
School Age Course 4: Let’s Talk About It: Guidance for School Age Care	May be used once for SA level 2-7.	
Early Childhood/School Age Course 3: Advanced Child Development	May be used once either for SA level 2-7 or for EC level 2-7 (but not for both).	
Early Childhood/School Age Course 4: Looking to Learn	May be used once either for SA level 2-7 or for EC level 2-7 (but not for both).	
Early Childhood/School Age Course 5: Working Together	May be used once either for SA level 2-7 or for EC level 2-7 (but not for both).	
Early Childhood/School Age Course 6: Creating Good Child Care	May be used once either for SA level 2-7 or for EC level 2-7 (but not for both).	
Early Childhood/School Age Course 7: More than Babysitting	May be used once either for SA level 2-7 or for EC level 2-7 (but not for both).	

Course Name	How This Course May Be Used ("EC" = Early Childhood, SA" = School Age)	How I Use This Course
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LEVEL 4– 7 & ENDORSEMENT COURSES

Including Children with Special Needs, Part 1: SpecialCare (SN-1)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Special Needs Endorsement.	
Including Children with Special Needs, Part 2: Child Care Plus (SN-2)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Special Needs Endorsement.	
Including Children with Special Needs, Part 3: (SN-3)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Special Needs Endorsement.	
NCCA National Administrator's Credential Course (CD-1)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Center Director's Endorsement.	
Family Child Care, Course 1 (FCC-1)	May only be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once either for SA level 4-7, or EC level 4-7 (but not for both). May also be used for the Family Child Care Endorsement.	
Family Child Care, Course 2 (FCC-2)	May only be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once either for SA level 4-7, or EC level 4-7 (but not for both). May also be used for the Family Child Care Endorsement.	

Course Name	How This Course May Be Used ("EC" = Early Childhood, SA" = School Age)	How I Use This Course
Family Child Care, Course 3 (FCC-3)	May only be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once either for SA level 4-7, or EC level 4-7 (but not for both). May also be used for the Family Child Care Endorsement.	
Family Child Care, Course 4 (FCC-4)	May only be used by providers currently employed in a regulated family child care program, or a home-based license exempt preschool program. May be used once either for SA level 4-7, or EC level 4-7 (but not for both). May also be used for the Family Child Care Endorsement.	
Guidance & Emotional Wellness, Course 1 (GEW-1)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Guidance & Emotional Wellness Endorsement.	
Guidance & Emotional Wellness, Course 2 (GEW-2)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Guidance & Emotional Wellness Endorsement.	
Guidance & Emotional Wellness, Course 3 (GEW-3)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Guidance & Emotional Wellness Endorsement.	
Guidance & Emotional Wellness, Course 4 (GEW-4)	May be used once either for SA level 4-7, or EC level 4-7 (but not for both), and once for the Guidance & Emotional Wellness Endorsement.	

Course Name	How This Course May Be Used ("EC" = Early Childhood, SA" = School Age)	How I Use This Course
Early Childhood Course 1: Learning in the Early Years	May be used once, either for an Early Childhood Endorsement, or for EC levels 1-7, (but not for both).	
Early Childhood Course 2: A Great Place for Kids! Creating Positive Learning Environments for Young Children	May be used once, either for an Early Childhood Endorsement, or for EC levels 1-7, (but not for both).	
Early Childhood Course 3: Strong & Smart! Promoting Young Children's Physical & Intellectual Development	May be used once, either for an Early Childhood Endorsement, or for EC levels 1-7, (but not for both).	
Early Childhood Course 4: Learning to Get Along – Supporting Young Children's Social & Emotional Development	May be used once, either for an Early Childhood Endorsement, or for EC levels 1-7, (but not for both).	



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